

**TITLE: License Renewal Audit Process**

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The Hawaii Teacher Standards Board (HTSB) approves the following criteria for the license renewal audit process:

- For each year, HTSB will conduct random audits of licensees who have renewed to ensure that renewals are in compliance with the criteria of meeting the Teacher Performance Standards and satisfactory experience;
- HTSB will collect a minimum of fifteen audit samples per month and conduct all reviews of renewal documentation, drawn randomly from those renewals occurring from July 1, 2010 and thereafter;
- The HTSB Executive Director will present a monthly report beginning May 2011 to the HTSB at its regularly scheduled meetings. The report will include methods used to meet Teacher Performance Standards and feedback on the effectiveness of the renewal process.

**Submitted by:** Terry Lynn Holck

**Referred to:** Budget & Personnel Committee